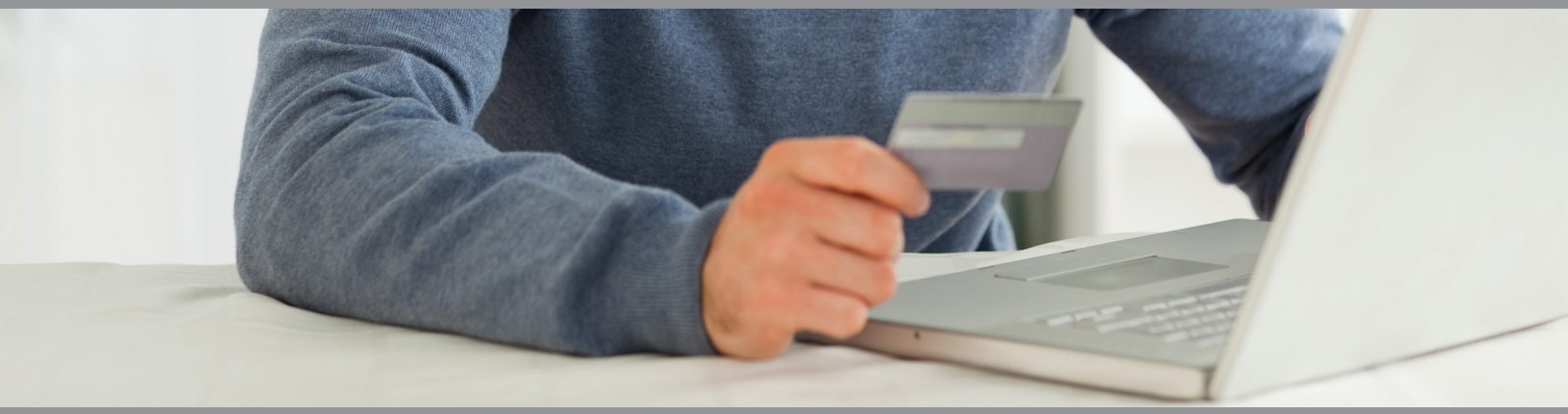
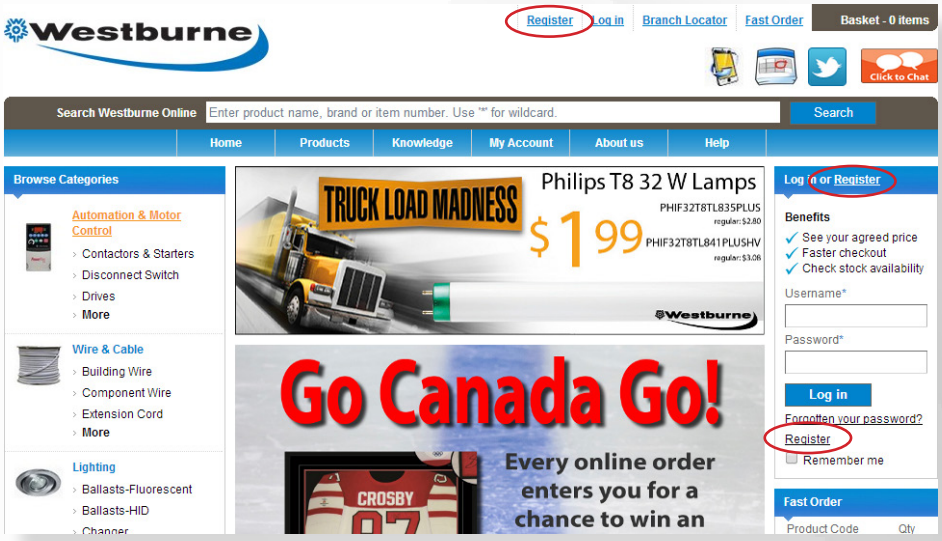


www.westburne.ca

Westburne.ca User Guide

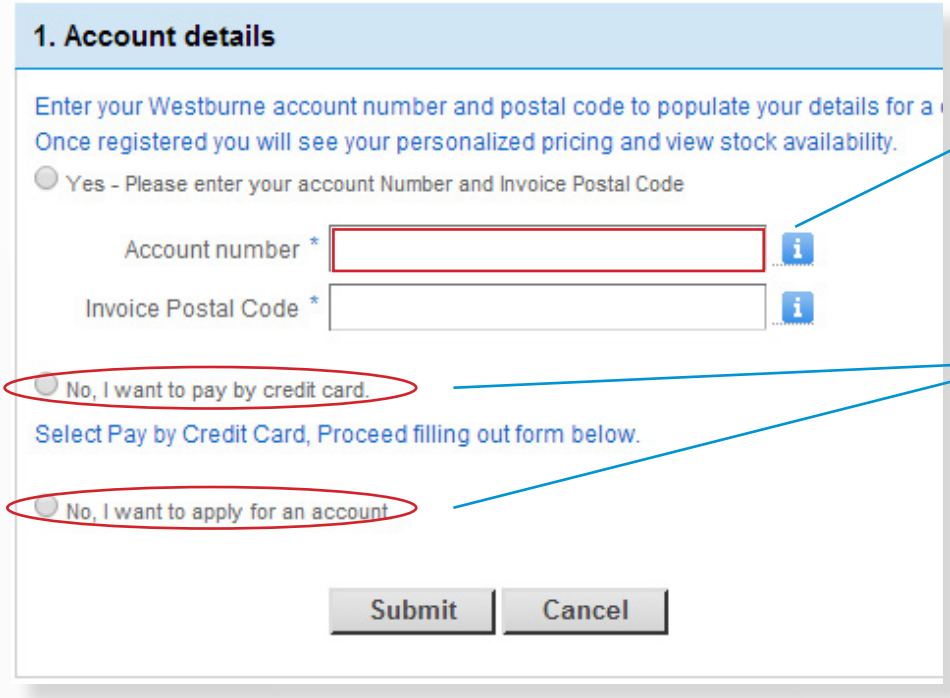
Online Registration Process

Step 1:



From landing page click 'Register'

Step 2:


1. Account details
Enter your Westburne account number and postal code to populate your details for a
Once registered you will see your personalized pricing and view stock availability.
Yes - Please enter your account Number and Invoice Postal Code
Account number *
Invoice Postal Code *
No, I want to pay by credit card.
Select Pay by Credit Card, Proceed filling out form below.
No, I want to apply for an account
Submit
Cancel

Customers with existing accounts can find their account number on a recent invoice

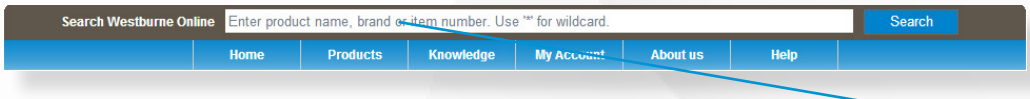
Customers without an existing account can either register a credit card for payment or apply for a trade account

Advantages of Registering

- See custom product pricing as per your unique Westburne account
- View stock availability
- See invoice and order history for all online and offline purchases

Searching for Products

Keyword, Description or Part Number

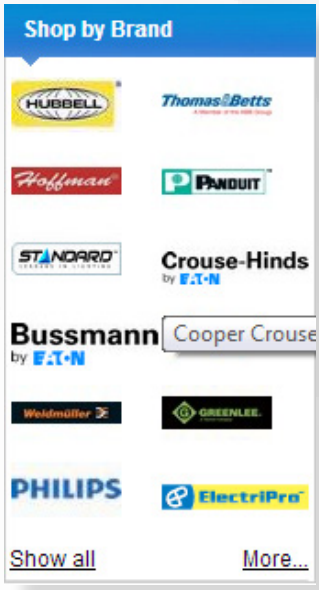


Search using complete keywords, descriptions or part numbers. You can also search using partial terms by entering * at the end of the term

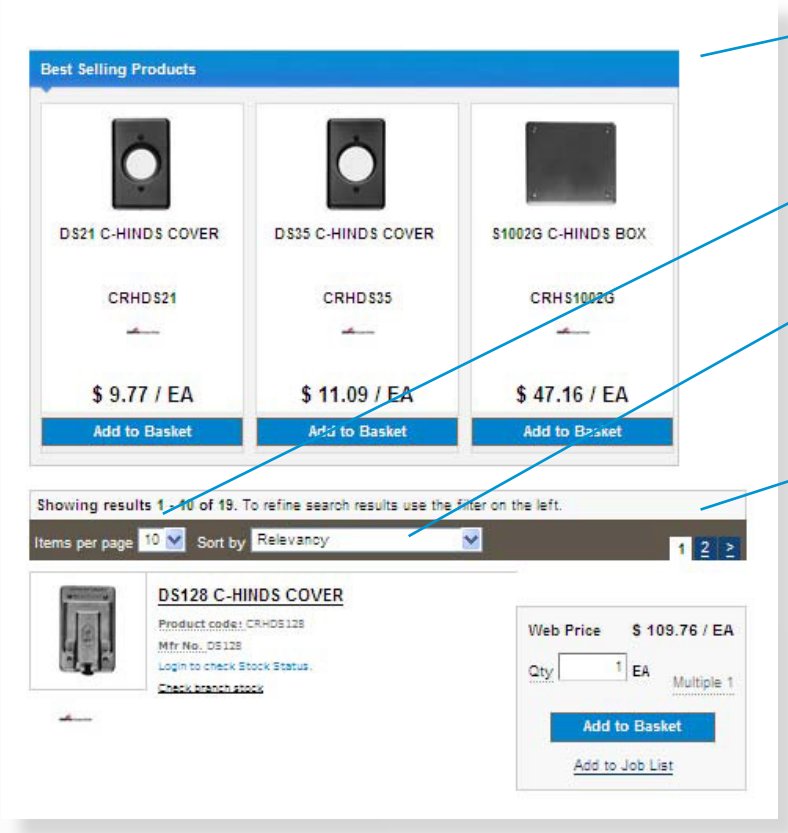
Example
*Heater or Hea**

Category/Sub Category

Brand



Search Results Listing:



1. See top three products based on your search criteria

2. Adjust number of products displayed per page

3. Sort product listing by:
   - Relevancy
   - Product Name
   - Supplier Name
   - Product Code

4. Skip pages and instantly navigate to a specific results page with the click of a button

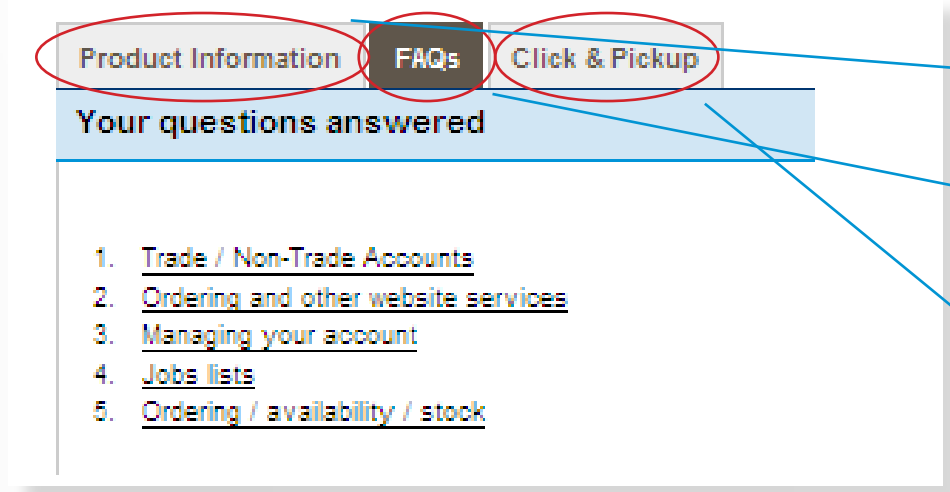
Product Details

Section 1:

Home > Automation & Motor Control > Push Buttons > Accessories
Print
Back to results
XTOB016BC1 IEC OVLR FR B CLASS 10 10-16A
Product Code BATXTOB016BC1 Mfr No. XTOB016BC1
EATON
Cutler-Hammer
See larger image
Your Price $ 36.56 / EA
Qty 1 EA
Multiple 1
Add to Basket
Add to Job List
Technical Datasheet
Description
BIMETALLIC; TRIP CLASS 10A; MOTOR FLA 12 TO 16 AMPERE; AMBIENT TEMPERATURE COMPENSATED; AUXILIARY CONTACT 1NO-1NC; CONTACT RATING 690 VAC 6 AMPERE; SCREW TERMINAL; CONTACTOR MOUNTING; IP20; APPROVAL UL, CSA; CUTLER-HAMMER[R] BRAND; XTOB MODEL
0 available for delivery
0 available for pickup at Cambridge

1. See your current session's navigation history
2. Fast Order - find items quickly using this number
3. Your term pricing (unique to your account)
4. Data sheets contain detailed manufacturer specs
5. Add to Basket - Place item here for present orders
6. Add to Job List - Place item here for future orders and/or segmented project list
7. Stock information for delivery or pick up

Section 2:



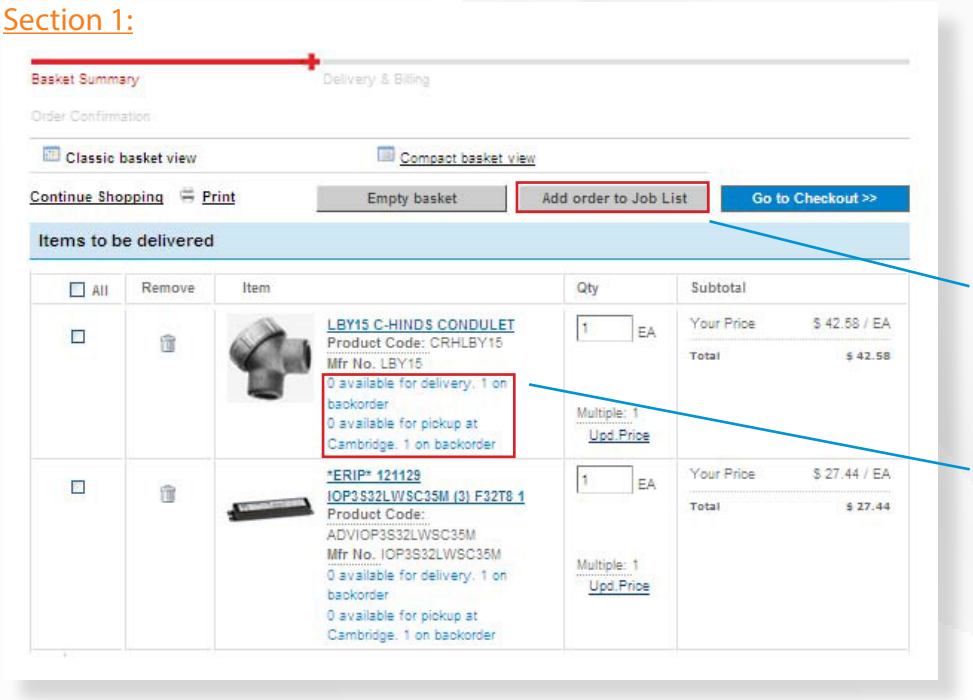
1. Shows extended product descriptions broken down by attribute
2. Answers common questions relating to your account and placing orders
3. Review stock availability at other branches for pickup

Highlights

- View detailed specifications in printable PDF format
- See custom account pricing and order directly online

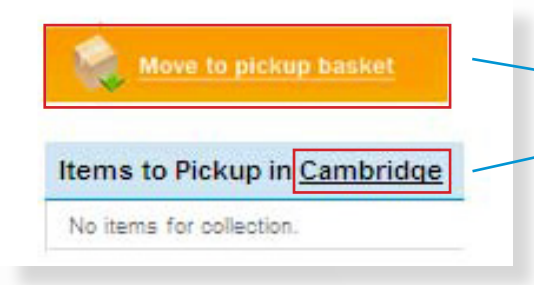
Shopping Basket Summary

Section 1:

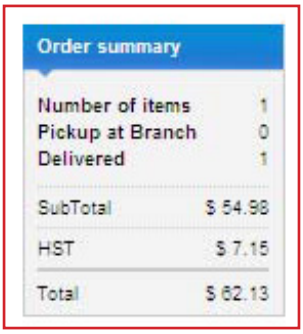


Add basket to a job list for future quick ordering

See stock availability and back order quantity



Move items from delivery to pick up and select pick up branch

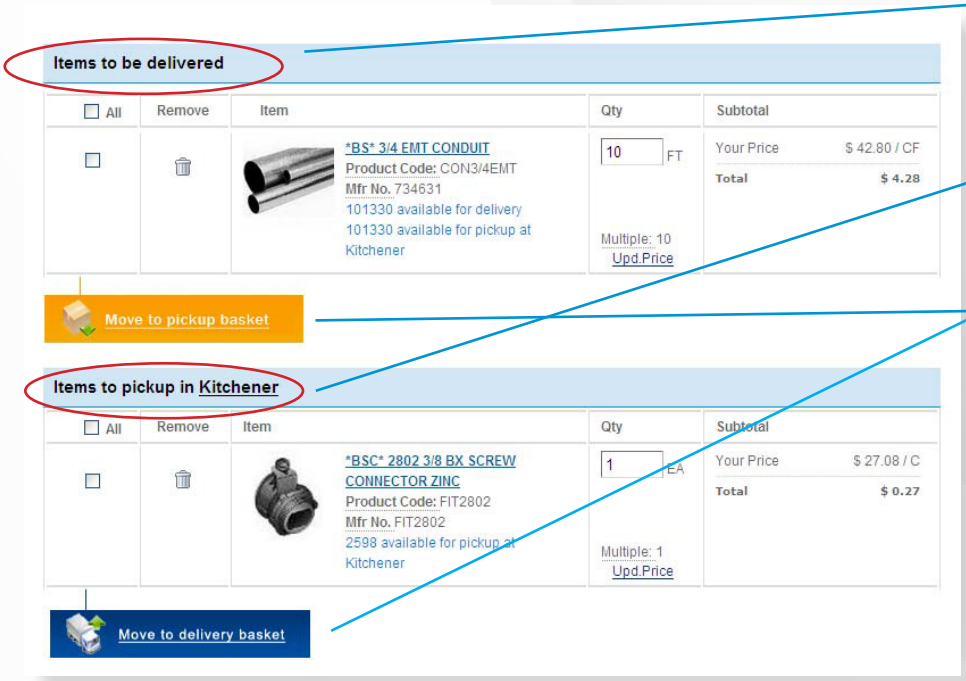


View subtotals and order summary

Highlights

- Choose delivery or pick up options
- Easily view stock availability and back order status of all items in basket

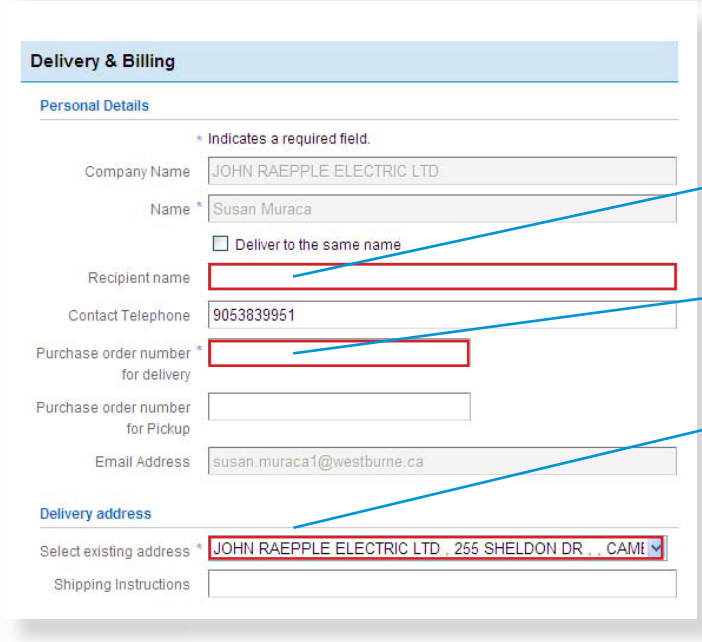
Delivery & Pickup Options



1. Easily indicate if you would like to have your items delivered directly to your location

2. Pick up your items from a branch of your choice

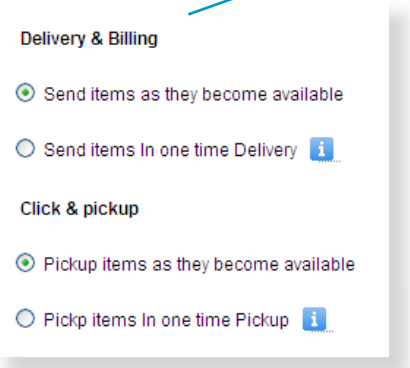
3. Customize your order to combine pick up and delivery



1. Recipient can be someone other than the purchaser

2. Mandatory P/O# for effiecent tracking

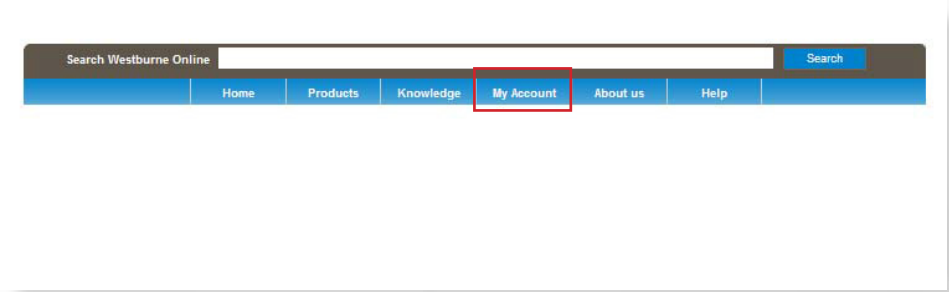
3. Address dropdown box allows you to easily select from a listing of previously shipped to locations


Delivery & Billing
Send items as they become available
Send items In one time Delivery
Click & pickup
Pickup items as they become available
Pickp items In one time Pickup

4. Indicate if you would like to receive/pick up items in one lot or as they become available

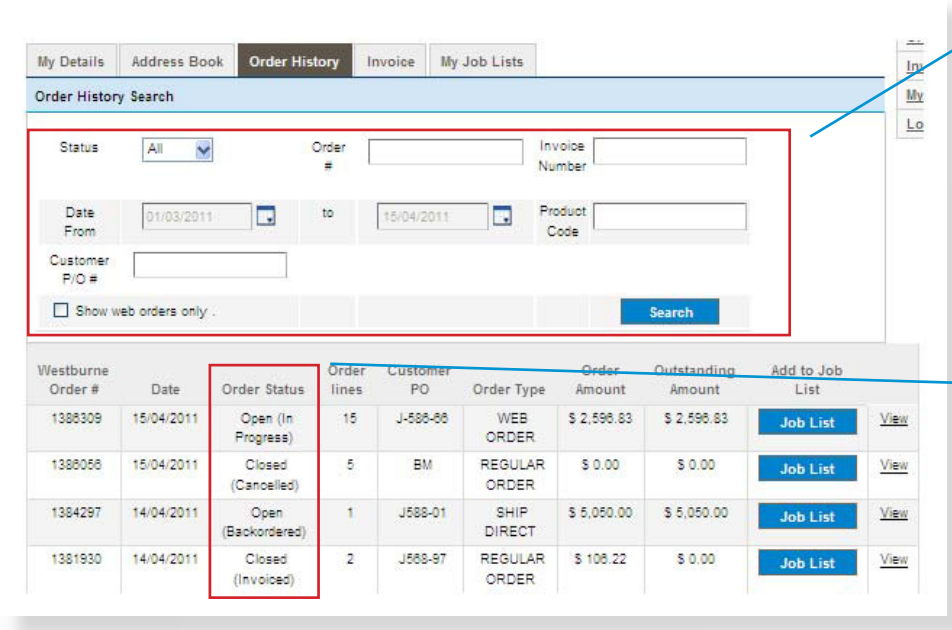
View Order History

Step 1:



1. Access 'Order History' from 'My Account' on the landing page

Step 2:



1. Use various search criteria to narrow down your order history results

2. All relevant orders are displayed containing a summary of each. Click 'View' to see more detailed information

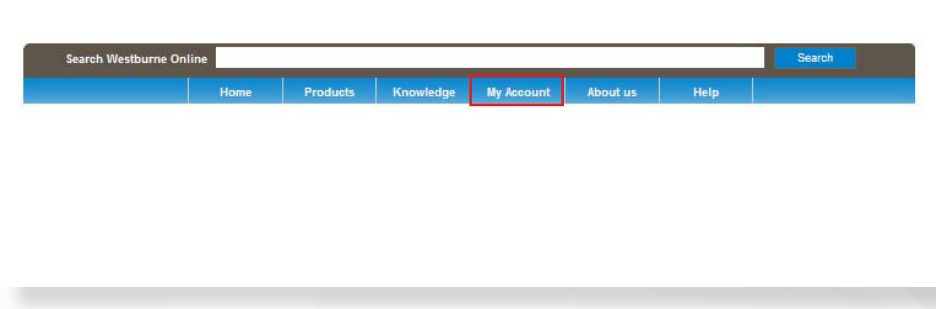
3. See current order status for all orders placed in the past 12 months

Highlights

- See a listing of all online ordering activity for the last 12 months
- Access order status information 24/7
- Frequently ordered product lists can easily be converted into a job list for faster future orders

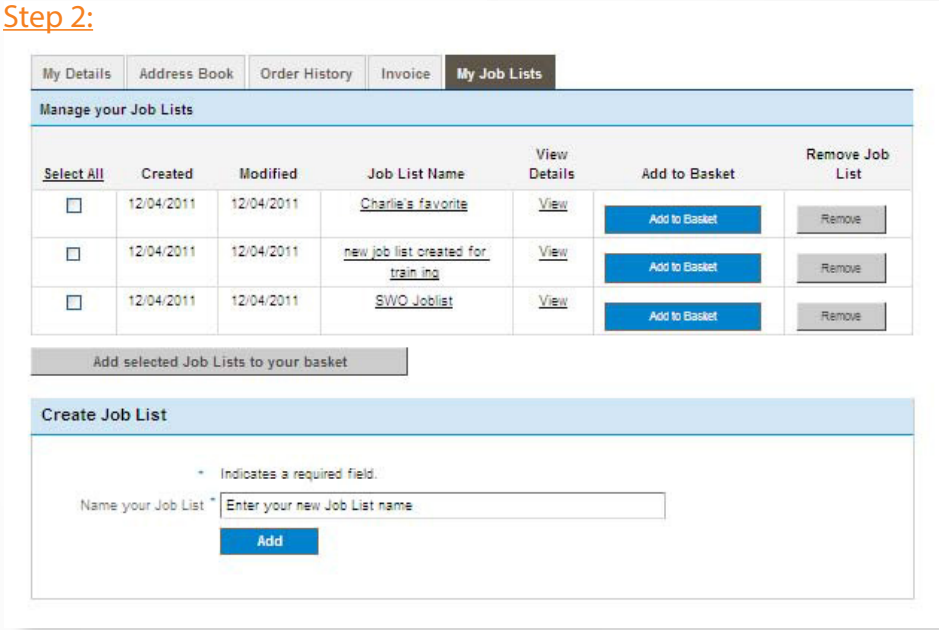
Viewing/Creating Job Lists

Step 1:



1. Access 'My Job List' from 'My Account' on the landing

Step 2:

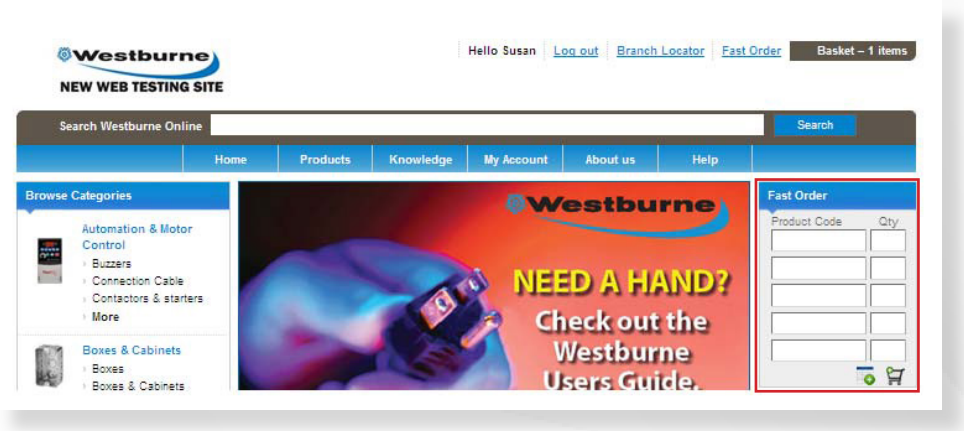


Highlights

- Used to quickly reorder items frequestly purchased
- Keep multiple job part lists seperated

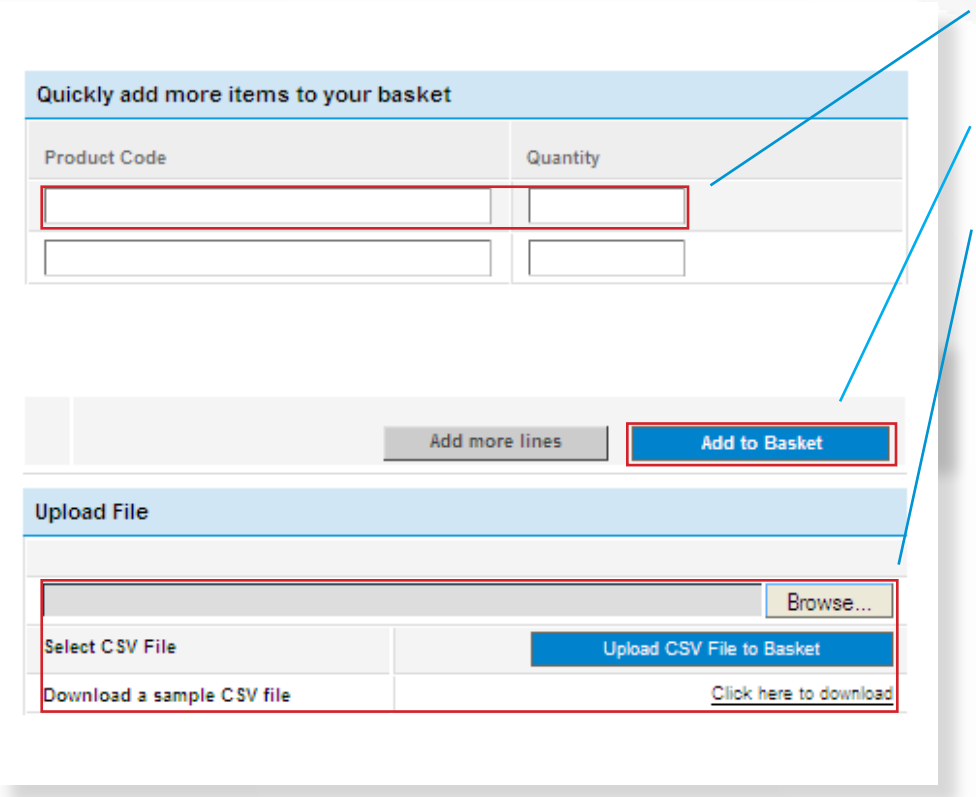
Placing a 'Fast Order'

Step 1:



From the landing page navigate to 'Fast Order'

Step 2:



1. Enter product codes and quantities

2. When ready, add items to Basket

3. For faster product uploads, import a CSV file containing multiple product codes and corresponding quantities

Highlights

- Quickly order individual items or upload multiple products from your own CSV file